

Human Resources Director
Classification Code:

Department: Office of the City Manager
Union: Not Applicable, Nonunion position
Classification: FLSA Exempt (Administrative)

GENERAL STATEMENT OF DUTIES

The Human Resources Director's primary duty is planning and implementing all human resource management functions including labor relations, benefits administration, civil service, compensation, employee wellness, managing grievance administration, organizational development and training, position classification, recruitment and selection, risk identification and evaluation, workers' compensation, and workplace safety. This includes, but is not limited to, performing work in functional areas such as tax; finance; accounting; budgeting; auditing; insurance; purchasing; procurement; safety and health; personnel management; human resources; employee benefits; labor relations; legal and regulatory compliance; and similar activities.

SUPERVISION RECEIVED

The employee exercises discretion and independent judgment under the general supervision of the City Manager.

SUPERVISION EXERCISED

Supervision is exercised over clerical staff and/or interns when necessary.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Represents management in negotiating collective bargaining agreements, mediation, and arbitration proceedings. Drafts proposed contract language; assembles negotiated contracts and assists in resolving labor disputes and grievances.
- Using excellent customer service skills, establishes and maintains effective working relationships with other employees, officials, and all members of the general public
- Plans, organizes and directs the activities and staff of the Human Resources Department, including recruitment and selection, classification and compensation, employee benefits, environmental, health and safety, organizational development and training, payroll, labor relations and affirmative action. Work involves the application of professional knowledge and personal judgment to a variety of technical personnel and managerial problems and issues.
- Manages the development and implementation of Human Resources department, goals, objectives, policies and priorities for each function.

- Responsible for conducting wage surveys within labor markets to determine competitive wage rates. Analyzes wage and salary reports and data to determine a competitive compensation plan.
- Administers employee benefit programs for active employees as well as retirees, including preparing and distributing information to employees and conducting the annual open enrollment process.
- Oversees employee benefit program responsibilities by recommending health insurance, life insurance, flexible spending and dependent care program. Analyzes existing benefit policies of organization and prevailing practices among similar organizations to establish competitive benefit programs. Recommends benefit plan changes to management and notifies employees of changes in benefit programs.
- Conducts investigations and represents the City at hearings as necessary to manage claims against the City and resolve disputes related to human resources and risk management.
- Explains Human Resources related programs, policies, and activities; negotiates and resolves sensitive and controversial issues.
- Oversees the payroll function in order to ensure compliance with the Patient Protection and Affordable Care Act and other HR/Payroll related laws and guidelines.
- Develops and implements employee orientations, performance evaluations, safety programs, training, and wellness programs.
- Develops and implements loss prevention and control programs in areas of employee and retiree health, liability, property, and workers' compensation insurance.
- Maintains all personnel records and related records.
- Manages employee recruitment and selection in accordance with the Civil Service Rules.
- Manages personnel status changes, including transfers, promotions, demotions, and terminations in accordance with the Civil Service Rules and collective bargaining agreements.
- Manages the City's workers' compensation program, including managing the Worker's Compensation Fund, claims administration, hearings, investigations, and settlements.
- Negotiates and manages contracts with third party administrators of human resources and risk management programs, including health, liability, prescription drug, and workers' compensation insurance.
- Oversees and directs the development and administration of the Human Resources Department annual budget.
- Prepares and maintains the position classification plan in accordance with the Civil Service Rules.
- Prepares, administers and maintains the salary and wage plan in accordance with the Civil Service Rules.
- Provides professional advice to management on human resources issues.
- Supports the payroll function as needed.
- Serves as the City's ADA coordinator and HIPAA privacy official.
- Works with the City Attorney and Labor Attorney on contracts, litigation, and other legal issues related to human resources and risk management.

PERIPHERAL DUTIES AND RESPONSIBILITIES

- Attends and participates in professional organization meetings, seminars and workshops to stay abreast of innovations and new trends related to duties and responsibilities.
- Prepares reports and related information as directed by the City Manager.
- Communicates the City's policies, procedures and programs to City Council (through the City Manager's Office), staff, the community and others both orally and in writing.
- Performs other duties and responsibilities as assigned by the City Manager.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Graduation from an accredited four (4) year college or university with major course work in business administration, human resources management, public administration, or a closely related field; and
- Three (3) years experience in human resources or a closely related field; or
- Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.
- Labor relations experience is required.
- Experience in municipal human resources is preferred.
- Senior Professional Human Resources Certification (SPHR) is preferred but not required, however Professional Human Resources certification (PHR) required.

Necessary Knowledge, Skills and Abilities:

- Knowledge of budgeting and record keeping practices and principles.
- Knowledge of public personnel administration practices and principles.
- Knowledge of effective project management.
- Knowledge of English grammar, spelling and punctuation.
- Knowledge of personal computers and job-related software.
- Skill in presentations and public speaking.
- Skill in the operation of listed tools and equipment.
- Ability to communicate effectively both orally and in writing with diverse audiences.
- Ability to coordinate all elements of special events.
- Ability to demonstrate integrity, ingenuity and inventiveness in the performance of duties and responsibilities.
- Ability to direct the work of others as needed.
- Ability to establish and maintain effective working relationships with a variety of appointed and elected officials, staff, outside agency personnel, community members, the media and general public.
- Ability to keep immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.
- Ability to lift and transport equipment.

- Ability to operate a motor vehicle.
- Ability to operate office equipment and a personal computer using program applications appropriate to assigned duties.
- Ability to prepare accurate records and reports.
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
- Ability to represent the City at internal and external meetings.
- Ability to respond to citizen requests in a courteous and effective manner.
- Ability to see the full range of the color spectrum (cannot be colorblind).
- Ability to understand and follow complex oral and written directions and instructions.
- Ability to write and edit accurate and grammatically correct written reports.
- Ability to work independently and productively.
- Ability to work nights and weekends and travel when required.

SPECIAL REQUIREMENTS

- Valid Michigan Driver's License or ability to obtain one.

TOOLS AND EQUIPMENT USED

- Personal computer including database, e-mail, spreadsheet and word processing software
- Automobile
- Calculator
- Copy machine
- Fax machine

Telephone

PHYSICAL DEMANDS

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to hear, sit, stand, talk, walk and visit other locations. The employee is frequently required to use arms and hands to feel, finger, grasp, handle and reach to adjust and operate computer and production equipment. The employee is occasionally required to balance, bend, climb, crawl, crouch, kneel and stoop. The employee is occasionally required to manipulate (lift, carry, move, etc.) up to 50 pounds.
- Specific vision or other powers of observation required by this job include the ability to use close vision to operate computer and production equipment, comprehend electronic, video and written material at arm's length or less (distinguish letters and numbers); the ability to adjust focus; and the ability to see in detail objects or printed material at greater than arms length.
- Specific hearing and speech or other communication capabilities required by this job include the ability to communicate effectively in person and via telephone.

WORK ENVIRONMENT

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually quiet while in the office, and moderately loud when in the field. While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals.

Supervisor: City Manager Appointing Authority: City Manager Effective Date: February 21, 2013.